

## **ANNOUNCEMENT NUMBER: 17-08**

**OPEN TO:** All Interested Candidates

**POSITION:** DOE PROGRAM COORDINATOR, FSN-9; FP-5 (steps 1 through 4)\*

**Grade listed is Full Performance Level. The successful candidate will be hired at a lower grade level (training level) should s/he not meet all requirements of the position.**

**OPENING DATE:** February 28, 2008

**CLOSING DATE:** March 13, 2008

**WORK HOURS:** Full-time; 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in **ASTANA** is seeking individual for the permanent position of **DOE (Department of Energy) Program Coordinator** in the Energy Section.

### **BASIC FUNCTION OF POSITION**

This is a professional level LES position responsible for coordinating the programmatic efforts in Kazakhstan in support of the Global Threat Reduction Initiative (GTRI) and Second Line of Defense (SLD) programs managed by the Department of Energy's National Nuclear Security Administration (NNSA.). Meets with high-level host country officials to coordinate GTRI and SLD activities and to determine training and equipment needs. Responsible for coordinating GTRI and SLD program activities on behalf of DOE/NNSA and keeping DOE/NNSA officials informed and updated on issues relevant to implementation of these programs. Other duties and responsibilities include organizing training events to be conducted locally and abroad; unofficial interpreting for working-level delegations; completing unofficial translations of written communications and acting as liaison between the DOE/NNSA programs and a variety of host government entities. The DOE Program Coordinator monitors and reports on all local developments that affect the GTRI and SLD programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Lolita Dossayeva in Astana, ext. 2423

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. University degree.

2. Three years of progressive responsible experience in a project management, administrative, or legislative environment.
3. Level III (good working knowledge) Speaking/Reading English, level V (Professional Translator/Interpreter) Speaking/Reading Russian.
4. Must have knowledge of Microsoft software, including Word, Excel, and PowerPoint. Familiarity with MS Project. Must have basic knowledge of administrative procedures, such as filing, maintaining records, establishing filing systems. Must have basic ability to perform simple record keeping functions.
5. Strong organizational skills. Must be able to deal effectively with people within and outside the US Embassy. Must have the ability to plan, organize and manage a project with limited guidance. Must be able to prioritize assignments. Must be able to effectively communicate orally and in writing, in English and Russian.

### **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

Human Resources Office  
No. 3, 22-23 Street  
Ak Bulak 4  
010000 Astana, Kazakhstan

Tel: (3172) 702-423; Fax: (3172) 702-275

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

### **CLOSING DATE FOR THIS POSITION: March 13, 2008**

The US Mission in Kazakhstan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

